

# Temporary / Casual Hire Requisition Checklist

Job Type \*  
 Faculty/VP  
 Department  
 Position

Temporary / Casual

## Position Information 1

Temp / Cas Position Details *	Select from drop down
Job Title *	
Supervisor Name *	
Work Location *	
Location *	
Is this a Contract Extension? *	
Candidate / Incumbent Name (if known)	
Candidate / Incumbent Employee Number (if known)	
Proposed Start Date	
% Full Time	
Scheduled Working Hours	
Select the appropriate schedule *	
Work Schedule	
Estimated Weekly Hours	
Rate (\$) *	
Rate of Pay *	
Contract Duration (in months)	
# of Hires Needed *	
Total Labour & Benefit Costs (est.)	
Post? *	
Closing Date	
Company / Division *	
HR Advisor *	
Hiring Manager *	
Creation Options *	

## Funding Information 2

Labour GL 1 *	
Estimated % or \$ Allocation 1 (Default = 100%)	
Benefit GL 1 (default)	
Override GL 1?	[Yes] / [No]
Override Benefit GL 1	
Labour GL 2	
Estimated % or \$ Allocation 2	
Benefit GL 2 (default)	
Override GL 2?	[Yes] / [No]
Override Benefit GL 2	

Labour GL 3	
Estimated % or \$ Allocation 3	
Benefit GL 3 (default)	
Override GL 3?	[Yes] / [No]
Override Benefit GL 3	
Labour GL 4	
Estimated % or \$ Allocation 4	
Benefit GL 4 (default)	
Override GL 4?	[Yes] / [No]
Override Benefit GL 4	
Labour GL 5	
Estimated % or \$ Allocation 5	
Benefit GL 5 (default)	
Override GL 5?	[Yes] / [No]
Override Benefit GL 5	

***Job Duties & Additional Comments 3***

Additional Compensation Details	
Job Description *	
Additional Comments	

***Set Approvers***

Department Approver #1	
Department Approver #2	
Department Approver #3	
Principal Investigator	